EMPIRE SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

March 13, 2014
9:30 – 11:30a.m.
43448 Business Park Drive / Temecula, CA 92590
Conference Line (267) 507-0370 / Code: 000012#*

I. PRELIMINARY

Our mission is to empower students by fostering their innate curiosity, engaging their parents, and promoting optimum learning by collaboratively developing a personalized learning program for each student.

1. *Action*: **Call to Order & Pledge of Allegiance**
   - **a.** Board Chairman, Ms. Mammoth, called the meeting to order at 9:33a.m.

PRESENT:

Robin Mammoth, Board Chairman	Amy Podratz, Assistant Supt – Business & Admin Ops
Heidi Chan, Board Vice Chairman	Debbie Daniel, Assistant Superintendent – Pupil Services
Marlene Darrow, Board Secretary	Phil Hermsmeyer, Assistant Superintendent – Facilities & IT
Beth Burt, Board Treasurer	Vivian Price, Assistant Superintendent – Education/P.L.
Tracey Vela, Board Director	Chris Lemke, Director of Guidance & Intake
Donald Langille, Board Director	Cheryl Smallman, Intake Advisor
Kimberly Rodriquez, Esq., Legal Counsel *(c.c.)*	Monika Adkins, Intake Technician
Dr. Kathleen Hermsmeyer, Superintendent	Chelsea Fisher, Intake Technician
Kyla Shofner, Director of Charter Relations	

2. *Action*: **Approval of Agenda**
   - **a.** Ms. Burt moved to approve the agenda. Mr. Langille seconded.
   - **b.** Discussion: None
   - **c.** 6 AYES (Burt, Langille, Chan, Darrow, Mammoth, Vela); 0 NOES; 1 ABSENT (Moldenhauer). Motion adopted.

3. *Action*: **Approval of Meeting Minutes – February 13, 2014**
   - **a.** Ms. Chan moved to approve the February 13, 2014 meeting minutes. Ms. Vela seconded.
   - **b.** Discussion: None
   - **c.** 6 AYES (Chan, Vela, Burt, Darrow, Langille, Mammoth); 0 NOES; 1 ABSENT (Moldenhauer). Motion adopted.

II. CONSENT AGENDA

Consent agenda items are considered routine and may be enacted by a single motion. Any Board Director may request removal of any item from the consent agenda for consideration under the regular agenda if discussion of the item is desired. Items not removed from the consent agenda will stand approved upon the motion of a Board Director, followed by a second and majority vote.

4. *Action*: **Approval of Warrant Listing & Personnel Action Report (February)**
5. *Action:* **Approval of Revised 2014-15 Attendance & 185 Credentialed Staff Calendar**
   - **a.** Ms. Burt moved to approve the consent agenda. Mr. Langille seconded.

b. 6 AYES (Burt, Langille, Chan, Darrow, Mammoth, Vela); 0 NOES; 1 ABSENT (Moldenhauer). Motion adopted.

III. COMMUNITY RELATIONS

This is an opportunity for community members to speak to any item on the agenda or regarding subjects or concerns that do not appear on the agenda. Any person wishing to speak is requested to complete the "Request to Speak" form found at the entrance to the meeting and to bring it forward to the Board Secretary. Presentations are limited to five minutes. Government Code Section 54954.2 and Education Code Section 35145.5 prohibit the Board from discussing or acting upon matters not on the agenda.

6. *Information*: **PUBLIC COMMENTS**

a. None

7. *Information:* **BOARD COMMENTS**

a. Ms. Vela (to Ms. Podratz): Thank you for adding the memo line on the Warrant Listing.

b. Ms. Darrow: I really enjoyed the California Charter Schools (CCSA) Conference this month; the information was really pertinent. I also enjoyed attending yesterday's Riverside County Board of Education Board Meeting at the Riverside County Office of Education. Dr. Hermsmeyer and her team did a great presentation on behalf of River Springs Charter School.

c. Ms. Chan (to Mr. Langille): The Helendale School District Meetings are all very late in the evening. How important is it for us to attend?

d. Mr. Langille: I typically take a look at the agenda to see if anything looks interesting and decide if I will go. The Helendale School District Board of Directors start their meeting at 6:00pm and go directly into closed session, so you don't have to really arrive until 6:45pm.

e. Ms. Burt: That is wonderful news that we are now WASC-accredited. Congratulations to all the staff who worked to make that happen. Also, thank you for allowing me to attend the California Charter School's Conference last week. And, thank you to Ms. Shofner for organizing last month's board meeting; I really enjoyed hearing from the students.

f. Mr. Langille: I also agree that last month's board meeting was a great success. It was wonderful for the students to be able to hear what the others are doing and to be inspired by Dain Blanton.

IV. STUDENT ACHIEVEMENT

8. *Information*: **Report from the Superintendent (Including WASC Update)**

a. *See attached report.*

b. Dr. Hermsmeyer: Congratulations to the Temecula Student Center's Cyborg Zombies for winning the Inland Empire Regional Competition Gracious Professionalism Award! The Instructional Support Department is working on a curriculum that will replace our current Boxed Set Curriculum Guides. We are ensuring that the guides are mission-aligned and integrated across subject areas. We will be implementing these new modules through Canvas (rather than Moodle), as Canvas allows the student to upload their assignment directly to that platform. The student can also record their voice or even a personal video as their assignment. Canvas is compatible with ST Math.

c. Ms. Chan: Can you develop a review committee that includes students who review the modules and give feedback for improvement? I think student input is essential – especially when coming up with a new system.

d. Dr. Hermsmeyer: That is a great idea.

e. Ms. Podratz (in response to a question from Ms. Vela regarding WASC accreditation): Any students who are in 11th grade will be moved this Fall.

V. BUSINESS

9. *Action*: **Approval of 2nd Interim 2013-14 Budget**

- **a.** Ms. Darrow moved to approve the 2nd Interim Budget. Ms. Vela seconded.
- **b.** Discussion:
  - **i.** Ms. Mammoth (to Ms. Podratz): Great job on this budget preparation. We are doing very well, especially given this is our first year of operations.
  - **ii.** Ms. Podratz: Next school year, we will need to shift some employees to Empire because services and operations are very high due to borrowing employees. Overall, it's just a shift in numbers. Of course, you will have classified salaries if we open a student center.
  - **iii.** Ms. Podratz (in response to a question from Ms. Mammoth): You will be able to afford a student center because it is ADA generating, so your revenues will also increase.
- **c.** 6 AYES (Darrow, Vela, Burt, Chan, Langille, Mammoth); 0 NOES; 1 ABSENT (Moldenhauer). Motion adopted.

10. *Action:* **Approval of Auditor Selection for 2013-14 School Year**

- **a.** Ms. Burt moved to approve select Feddersen & Company as the 2013-14 Auditor. Ms. Chan seconded.
- **b.** Discussion:
  - **i.** Ms. Podratz (in response to a question from Ms. Chan): The price is right in line with what a school of Empire's size should be charged. Our Student Records Audit is done in May, and the Financial Audit is done in October (totaling about five days). We are very pleased with Feddersen's services (for River Springs). Feddersen also gives us great advice in terms of managing our growth.
- **c.** 6 AYES (Burt, Chan, Darrow, Langille, Mammoth, Vela); 0 NOES; 1 ABSENT (Moldenhauer). Motion adopted.

VI. GOVERNANCE

11. *Action:* **Completion of Statement of Economic Interests Form 700**

- **a.** Mr. Langille moved to approve the completion of Statement of Economic Interests Form 700 for all Board Directors. Ms. Chan seconded.
- **b.** Discussion:
  - **i.** Ms. Shofner: If the Board Directors have specific questions, they can contact the FPPC Hotline (866-275-3772), Monday through Friday, 9:00-11:30am. Ms. Kimberly Rodriguez, Esq. from the Law Offices of Young, Minney & Corr is also available to answer questions.
- **c.** 6 AYES (Langille, Chan, Burt, Darrow, Mammoth, Vela); 0 NOES; 1 ABSENT (Moldenhauer). Motion adopted.

12. *Action:* **Approval of Revised Board Policy 7003.1 – Conflict of Interest Code**

- **a.** Ms. Vela moved to approve the Revised Board Policy 7003.1 – Conflict of Interest Code. Mr. Langille seconded.
- **b.** Discussion: None
- **c.** 6 AYES (Vela, Langille, Burt, Chan, Darrow, Mammoth); 0 NOES; 1 ABSENT (Moldenhauer). Motion adopted.

13. *Action:* **Approval of Board Policy 4003.1 – Financial Reports and Accountability**

- **a.** Ms. Burt moved to approve the Board Policy 4003.1 – Financial Reports and Accountability. Ms. Chan seconded.
- **b.** Discussion: None

c. 6 AYES (Burt, Chan, Darrow, Langille, Mammoth, Vela); 0 NOES; 1 ABSENT (Moldenhauer). Motion adopted.

14. *Action:* **Approval of Board Policy 5014.1 – Document Retention and Destruction**
   a. Ms. Darrow moved to approve the Board Policy 5014.1 – Document Retention and Destruction. Ms. Vela seconded.
   b. Discussion: None
   c. 6 AYES (Darrow, Vela, Burt, Chan, Langille, Mammoth); 0 NOES; 1 ABSENT (Moldenhauer). Motion adopted.

15. *Action:* **Approval of Board Policy 5009.1 – CAHSEE Testing and Students with Disabilities**
   a. Ms. Burt moved to approve the Board Policy 5009.1 – CAHSEE Testing and Students with Disabilities. Ms. Darrow seconded.
   b. Discussion: None
   c. 6 AYES (Burt, Darrow, Chan, Langille, Mammoth, Vela); 0 NOES; 1 ABSENT (Moldenhauer). Motion adopted.

16. *Training:* **Intake Process**
   a. *See attached training.*
   b. Cheryl Smallman, Intake Advisor, presented a Board Training on the Empire Springs Intake Process.

17. *Training:* **High School Advisement**
   a. *See attached training.*
   b. Chris Lemke, Director of Guidance and Intake, presented a Board Training on High School Advisement.

18. *Training:* **FERPA**
   a. *See attached training.*
   b. Chris Lemke, Director of Guidance and Intake, presented a Board Training on FERPA.

19. *Training:* **504**
   a. *See attached training.*
   b. Chris Lemke, Director of Guidance and Intake, presented a Board Training on 504 Plans.

VII. ADJOURNMENT

20. *Action:* **Motion to Adjourn the Meeting**
   a. Ms. Darrow moved and Ms. Chan seconded to adjourn the meeting at 11:45a.m. 6 AYES (Darrow, Chan, Burt, Langille, Mammoth, Vela); 0 NOES; 1 ABSENT (Moldenhauer). Motion adopted.

VIII. NEXT REGULAR MEETING

Thursday, May 15, 2014, 9:00 – 11:45a.m.
Temecula Administrative Offices – Executive Conference Room – 43448 Business Park Drive / Temecula 92590

Marlene Darrow, Board Secretary

5/15/14
Date

In compliance with the Americans with Disabilities Act (AB3035; CH 300, Statutes of 2000), if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the charter school's governing board, please contact the Administrative Office at (951) 252-8891. Notification by 10:00am on Tuesday prior to the board meeting (48 hours) will enable the school to make reasonable arrangements to assure accessibility to this meeting. Upon request, the school shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.